

RESOLUTION NO. 2024-019

A RESOLUTION ESTABLISHING A TRAVEL POLICY AND A TRAVEL REIMBURSEMENT POLICY FOR THE CITY OF DIAMONDHEAD, ARKANSAS.

WHEREAS, the City of Diamondhead has recently been incorporated with City Officials who will be traveling on City business; and

WHEREAS, the City of Diamondhead currently does not have a Municipal Code which would establish a Travel Policy and a Travel Reimbursement Policy; and

WHEREAS, City Officials should not have to pay for authorized travel expenses from personal funds as defined in said Travel Policy; and

WHEREAS, the Mayor and/or the Recorder/Treasurer shall be the approving officer(s) for Travel and Travel Reimbursement.

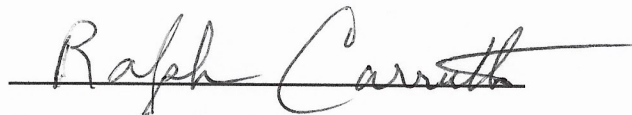
NOW BE IT RESOLVED BY THE CITY COUNCIL OF DIAMONDHEAD THAT:

The City of Diamondhead adopts the following Travel Policy for City Officials who have been approved for travel by the Mayor and/or the Recorder/Treasurer.

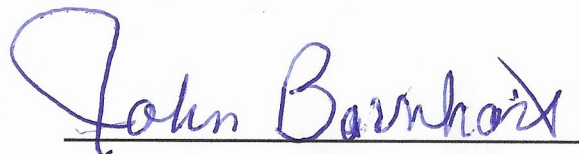
PASSED AND APPROVED BY THE CITY COUNCIL OF DIAMONDHEAD, ARKANSAS ON THIS DATE OF DECEMBER 12, 2024.

APPROVED:

ATTEST:



Ralph Carruth, Mayor



John Barnhart, Recorder/Treasurer

Attachments - 2

CITY OF DIAMONDHEAD

TRAVEL POLICY

INTRODUCTION

There will be times that city officials, employees and citizens working as volunteers will need to travel to support city business. This could involve automobile or air travel to destinations and various travel expenses while on city business. The city will reimburse travel expenses as detailed in this Travel Policy and as determined appropriate and approved by the mayor.

- Traveler will keep mileage traveled to enter on Travel Requests Form following travel
- Receipts for meals, hotels and other approved expenses will be entered on the Travel Request and Reimbursement Form and turned into Recorder/Treasurer with form

TRAVEL APPROVAL

- Travel should be requested and approved prior to travel.
- In the event of an emergency, such that travel was immediately necessary, a letter or email to the mayor explaining the circumstances and a request for reimbursement is required. It will be at the discretion of the mayor to approve reimbursement.
- A travel request form (attached) will be completed for travel approval by the Mayor or Recorder/Treasurer. Mayor's travel request will be approved by Recorder/Treasurer or Council Member. Following travel, the expense details will be completed by the traveler and then approved by the Recorder/Treasurer or Mayor and reimbursed.
- The Travel Request Form is attached as part of this policy. These forms will be available in the City of Diamondhead Office.

NECESSARY AND REASONABLE EXPENSES

The travel expenses must be necessary for the city's business. They must be reasonable, and efforts should be made to minimize expense and still conduct city business.

- Would the average, reasonable resident agree that the expense was a legitimate use of their taxes? Would you feel comfortable if the expense was selected for audit, if it appeared in the newspaper, or in justifying it to a citizen?

- Meals for single day trips of less than eight hours duration from beginning to end of travel will not be a reasonable expense except as specified within.

REIMBURSABLE TRAVEL EXPENSES

- Hotels
- meals
- conference registration fees
- transportation
- certain meals
- other incidentals such as parking fees

REIMBURSABLE NON-TRAVEL EXPENSES

- Meals or light refreshments while working (either in meetings or where the duties preclude traditional access to personal meals)
- Mileage reimbursement or parking fees for attending meetings
- Annual dues for professional or civic organizations that directly relate to the employee's job and benefit the city.

TRAVEL EXPENSES NOT REIMBURSABLE

- First class or business class airfare
- Alcoholic beverages
- Fines, forfeitures, tickets and citations, or penalties
- Expenses incurred by a spouse, family member, or other person not authorized under policies
- Meals for single day travel except as specified in NON-TRAVEL EXPENSES above.

TRANSPORTATION

- IRS Mileage rate is the preferred method for the use of personal car when traveling for business.
 - Reimbursement is based on mileage and receipts for fuel will not be reimbursed.
 - The 2024 rate is \$0.67 per mile: the rate will be adjusted as it is changed each year.

CITY OF DIAMONDHEAD
TRAVEL REQUEST AND REINBURSEMENT

DATE OF REQUEST _____

TRAVELER _____

DATE(S) OF TRAVEL _____

TRAVEL PURPOSE _____

APPROVED _____

DATE _____

| TRANSPORTATION | | RATE | MILES | TOTAL |
|-----------------|-----------------------|---------------------|-------|-------|
| | MILEAGE | \$ 0.67 PER MILE | | |
| | AIRFARE | XX | XX | |
| | TAXI/UBER/ETC | XX | XX | |
| | CAR RENTAL | XX | XX | |
| LODGING | HOTEL DAY 1 | XX | XX | |
| | HOTEL DAY 2 | XX | XX | |
| | HOTEL DAY 3 | XX | XX | |
| | HOTEL DAY 4-- MORE | XX | XX | |
| MEALS | DAY 1 | XX | XX | |
| | DAY 2 | XX | XX | |
| | DAY 3 | XX | | |
| | DAY 4--MORE | XX | XX | |
| OTHER (SPECIFY) | | | XX | |
| | | | | |
| | | GRAND TOTAL | XX | |
| | | | | |

APPROVED/DATE _____